



WASHOE COUNTY

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Finance _____
DA _____
Risk Mgt. _____
HR _____
Grant Mgt. _____

STAFF REPORT

BOARD MEETING DATE: June 28, 2016

DATE: May 31, 2016
TO: Board of County Commissioners
FROM: Jennifer Oliver, Development Officer
THROUGH: Jeff Scott, Library Director

SUBJECT: Recommendation to approve Library Services and Technology Act funds from the State of Nevada in the amount of [\$2,800, with no local match required], for the term from July 1 through September 23, 2016, for the support of the Summer Reading Program, direct the Comptroller's Office to make the necessary budget amendments and authorize the Director to sign the grant award document. (All Commission Districts)

SUMMARY

The Library is requesting Board's approval of Library Services and Technology Act funds from the State of Nevada in the amount of [\$2,800, with no local match required], for the term from July 1 through September 23, 2016, for the support of the Summer Reading Program, direct the Comptroller's Office to make the necessary budget amendments and authorize the Director to sign the grant award document.

County Priority/Goal supported by this item: Stewardship of our Community.

PREVIOUS ACTION

N/A

BACKGROUND

Families look to libraries for programs and activities especially during the summer months. As a way to support literacy over the summer, libraries host the Summer Reading Program. The federal grant, passed through the state, enhances the yearly program and will be used to purchase Science, Technology, Engineering and Math (STEM) manipulative activities. These will support the theme for 2016 which is "On your mark, get set...READ".

GRANT AWARD SUMMARY

Project/Program Name: Summer Reading Program: Early Literacy Support

Scope of the Project: Provide manipulative activities to support summer reading programs and Story Times.

Benefit to Washoe County Residents: More activities to support early childhood development outside the school

On-Going Program Support: One time purchase of STEM activities

Award Amount: \$2,800.00

Grant Period: July 1 – September 23, 2016

Funding Source: Library Services and Technology Act Funding.

Pass Through Entity: Nevada State Library, Archives and Public Records

CFDA Number: 45.310

Grant ID Number: 2016-20

Match Amount and Type: N/A

Sub-Awards and Contracts: N/A

FISCAL IMPACT

Should the board accept this grant award and approve these amendments, the adopted FY17 agenda budget will be increased by \$2,800 in both revenues and expenditures in the following accounts:

Use of the table format is optional:

Cost Object	G/L Account	Amount
IO11309-Revenue	431100- Federal Grants	2800.00
IO11309-Expenditure	710300--Supplies	2800.00

No Indirect costs are included in the budget—they are not allowed by grantee for this grant.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve Library Services and Technology Act funds from the State of Nevada in the amount of [\$2,800, with no local match required], for the term from July 1 through September 23, 2016, for the support of the Summer Reading Program, direct the Comptroller’s Office to make the

necessary budget amendments and authorize the Director to sign the grant award document.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve Library Services and Technology Act funds from the State of Nevada in the amount of [\$2,800, with no local match required], for the term from July 1 through September 23, 2016, for the support of the Summer Reading Program, direct the Comptroller's Office to make the necessary budget amendments and authorize the Director to sign the grant award document.



Nevada State Library, Archives & Public Records

100 North Stewart Street
Carson City, NV 89701-4285



Federal 2016 LSTA Grant-in-Aid Award

SUB-GRANTEE

Name Washoe County Library

Address 301 S. Center Street, Reno, NV 89501

PROJECT TITLE: Statewide Reading Programs – Summer Reading Program (SRP)

PROJECT NO: 2016 -20 P/P # or CFDA NO: 45310-16

PROJECT DATES: July 1, 2016 through September 23, 2016

General

- I. Grant funded activities shall provide services and equipment as outlined in the approved grant application. Grant funds must be used to meet NSLAPR Five Year Plan and federal LSTA goals. The approved grant application submitted by the sub-grantee becomes part of this agreement.
- II. The sub-grantee may not obligate or encumber grant funds prior to July 1, 2016, the effective date of this agreement. Funds may not be obligated or encumbered after September 23, 2016.
- III. All unexpended grant funds must be returned to the Nevada State Library Archives & Public Records. The sub-grantee will regularly notify NSLAPR of the amount of projected unexpended funds.

Grant Amounts and Reimbursement Procedures

- I. The total amount of the grant is \$ 2,800.00.
- II. The sub-grantee must request payments as reimbursement of actual funds expended for the normal grant cycle. Advance payments may be requested under special circumstances and must be authorized by the LSTA Coordinator and NSLAPR Administrator prior to a payment request.
- III. The sub-grantee may not obligate or encumber grant funds before July 1, 2016 or after September 23, 2016.
- IV. Funds for the grant project are authorized according to the final application budget (attached).

Request for Fiscal and/or Programmatic Changes

The sub-grantee may request a budget and/or program amendments for fiscal or programmatic changes as outlined below. Sub-grantee must submit a request for the budget or program change in writing to NSLAPR. All requests for changes must be received on or before September 2, 2016. Requests received after that date will be considered on a case by case basis. The revision must be submitted before obligating or expending grant funds.

- I. Fiscal Changes must have a Budget Revision for any of the following conditions:
 - a. Transfers of grant funds among budget categories that exceed ten (10) percent of the total grant;
 - b. A transfer of funds into a budget category that currently equals zero (\$0);
 - c. A change in the items listed in the approved budget categories if an item's cost or features are substantially different from the approved grant application specifications.
- II. Programmatic changes to the approved grant application must be submitted for a change in scope or objectives of the approved program, even if there is not an associated budget revision. A change in scope is a substantive difference in the approach or method used to reach program objectives.

Reporting Requirements

The sub-grantee is responsible for submitting reports that reflect the sub-grantee's level of performance for the approved grant application.

The final fiscal and summary evaluation report will be due October 7, 2016.

Assurances and Conditions

- I. The sub-grantee will complete and sign the attached certifications and assurances.
- II. The sub-grantee agrees to maintain all financial and programmatic records, supporting documents and other records relating to this grant award for three (3) years after the last State Program Report for the Nevada LSTA State Plan 2013-2017, to be submitted December 31, 2018. The sub-grantee will maintain their records through December 31, 2021.
- III. The sub-grantee accepts NSLAPR, the Nevada Division of Audits, the Legislative Counsel Bureau and the Institute of Museum and Library Services any duly authorized representative, shall have access to any books, documents, papers and all records of information determined to be necessary to conduct an audit for funds expended under the terms and conditions of all NSLAPR grants.
- IV. This grant may be terminated by written notice and mutual agreement of both parties.
- V. Termination for Non-Appropriation: The continuation of this grant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources. Reservation of funds based upon budget reductions is included herein. The granting authority may reduce or terminate this grant, and the grantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the granting agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

Name of Federal awarding agency: Institute of Museum and Library Services	
Name of recipient: Nevada State Library, Archives & Public Records, Nevada Department of Administration	
Recipient Unique Entity Identifier: 946481140	
CFDA Name: LSTA State Grants	CFDA Number: 45.310
Federal Award ID Number (FAIN): LS-00-0029-15	Federal Award Date: February 08, 2016
Total Amount of Federal Award: \$ 1,760,954	Research & Development: No
Period of Performance Start Date : Oct 1, 2015 Period of Performance End Date: Sept 30, 2017	Indirect Cost Rate: 0.0

